

REMINDER TO APPLICANTS ABOUT REQUIREMENT TO SUBMIT COMPLETE AND UP-TO-DATE OTHER SUPPORT INFORMATION

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NOTICE: NOT-OD-03-029

National Institutes of Health (NIH)

NIH requires submission of complete and up-to-date "other support" information before an award can be made. Other support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts are not included. Applicants should not include information on other support in the PHS 398 competitive grant application submission, but should be prepared to follow "just-in-time" procedures to submit current other support information upon the request of NIH Institute/Center staff when the application is under consideration for funding. Grantees must also report any changes in other support as a part of the annual progress report.

Information on other support assists awarding agency staff in the identification and resolution of potential overlap of support. Overlap, whether scientific, budgetary, or commitment of an individual's effort greater than 100 percent, is not permitted. The goals in identifying and eliminating overlap are to ensure that sufficient and appropriate levels of effort are committed to the project; that there is no duplication of funding for scientific aims, specific budgetary items, or an individual's level of effort; and only funds necessary to the conduct of the approved project are included in the award. Budgetary overlap occurs when duplicate or equivalent budgetary items (e.g., equipment, salary) are requested in an application but are already provided for by another source.

Commitment overlap occurs when a person's time commitment exceeds 100 percent, whether or not salary support is requested in the application. While information on other support is only requested for key personnel (excluding consultants), no individuals on the project may have commitments in excess of 100 percent.

Scientific Overlap occurs when: (1) substantially the same research is proposed in more than one application or is submitted to two or more different funding sources for review and funding consideration, or (2) a specific research objective and the research design for accomplishing that objective are the same or closely related in two or more applications or awards, regardless of the funding source.

The Institute/Center scientific program and grants management staff review other support information prior to award. Resolution of overlap occurs at the time of award in conjunction with applicant institution officials, the principal investigator, and awarding agency staff. NIH staff continue to monitor changes to other support information throughout the project as part of the annual progress reviews.